

Top tips to help your child make the most of their time in school

- Communicate with school about any concerns or worries you or your child have related to attendance.
- Discuss school with your child and take a positive interest in their learning.
- Contact school to inform them of any absences.
- Plan holidays within school holiday periods.
- Do not take your child out of school during test weeks or mock test weeks.
- Limit screen-time before bed.
- Try to plan medical/ dental appointments after school.
- If medical/ dental appointment are during the school day ensure, your child is returned to school as soon as possible.
- Establish routines at home, such as regular bedtimes, having their uniform and homework ready for school in the morning to support punctuality.

Pupils with the highest attainment at the end of Key Stage Two have higher rates of attendance over the key stage compared to those with the lowest attainment.

Department for Education

Is my child well enough for school?

When your child is unwell it can be hard deciding whether to keep them off school. NHS Choices offer some simple guidance to help:

Cough/ cold/ sore throat: A child with a cough or cold can attend school. If this is accompanied by a temperature, shivers or drowsiness then the child should stay off school for **24 hours**.

Raised Temperature: Your child should stay off school for **24 hours**.

Rash: If your child has a rash it could be the first sign of an infectious disease. Your child should have the rash checked by a GP/ nurse and if it is non-contagious your child should return to school as soon as possible.

Headache: A child can attend with a minor headache unless it is accompanied by other symptoms.

Vomiting/ Diarrhoea: Stay off school for a clear **48 hours** from the last occurrence.

Further useful information

Our Attendance Policy is on the school website www.crosshalljunior.co.uk/our-school/policies

Full details around attendance is available at www.crosshalljunior.co.uk/digital-school-office/attendance

Our **Attendance Officer** is Mrs Samantha Gilliam

Email: office@crosshalljunior.co.uk

Telephone: **01480 475972**

PUPIL ATTENDANCE at Crosshall Junior School



**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

The single most important factor in ensuring children and young people have the best opportunities in adult life is **good attendance** and **punctuality** at school.

This leaflet aims to provide parents/ carers with support and guidance on our school policy, our expectations around pupil attendance and the role parents/ carers have in their children achieving good attendance at our school.

At Crosshall Junior School attendance matters

Your child has the right to an education.

At Crosshall Junior School, we want all our children to feel happy, safe and secure at school. We recognise that consistent and regular learning is vital to a child getting the best possible start in life.

Promoting positive school attendance and punctuality is everyone's responsibility

Legislation and school attendance

You, as parent or carer, are legally responsible for making sure that your child is educated.

We will work in close partnership with you to make sure your child reaches their full potential. We recognise that life is not without its challenges and will work closely with you to support any difficulties you may face in ensuring your child has regular attendance and punctuality at school.

Failure to ensure a child's regular attendance at school is a criminal offence.

If, with support from the school and/or the Local Authority, your child's attendance fails to improve, the school and/or Local Authority will consider legal action, which may include the following:

- Issuing a penalty notice (fine)
- Prosecution in the Magistrates' Court
- Application for an Education Supervision
- An order in the Family Proceedings Court

Being late for school reduces time to learn

- If your child is **five minutes late** every day they will miss equivalent of three days of learning each year.
- If your child is **fifteen minutes late** every day they will miss the equivalent of nearly two weeks of learning each year.

If a child misses the start of the school day, they miss work and do not spend time with their class teacher getting vital information and news for the day. Late arrival disrupts lessons and can be embarrassing for the child. Good time keeping is vital, a life skill which will help our children as they progress through their school life and into the wider world.

Register closes at **8:55am**.

If your child arrives after this time, they will receive a mark that shows them to be on site but the late arrival after the register has closed will be recorded as an authorised absence on the register system.

Parents will be asked to meet the Head Teacher, in cases of a persistent late record, to resolve the problem.

Is it ever okay for my child to be off school?

Absences for the following reasons will be authorised by the school:

- Illness
- Unavoidable medical or dental appointments
- Day of religious observance
- An interview/ visit for another school

Leave of absence during school time is not a right and is generally not granted; it can only be taken with the permission of the Head Teacher if they consider there to be exceptional circumstances and days must be kept to a minimum.

The school holiday dates are published a year in advance and therefore, there should be no reason for parents/ carers to take their children out of school during term time.

What happens if my child will be absent from school?

For day-to-day absences due to illness you must notify the school by:

- Completing the **Absence Form** on our school website under Digital Office, or
- Email the school office on **office@crosshalljunior.co.uk**
- Call the school office on **01480 475972**
- Leave a voicemail on the school Absence Line

For medical appointments you must notify the school in advance by email to **office@crosshalljunior.co.uk**. We may request to see supporting evidence for medical appointments.

**Good attendance means...
being in school at least 95% of the time**